GENERAL LEASE INFORMATION

Note: No Batch Header needed. Forms LAS 1, 2, 3 must be stapled together.

ACTION CODE: A=ADD R=RENEW C=CHANGE (Correction) |__|

AGENCY NUMBER: (3 Numeric Characters) |__|__|__|__|

AGENCY NAME: (Up to 21 Characters) |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

INPUT FISCAL YEAR: (Current Fiscal Year End - June 30th) (YYYY) |0|6| — |__|__|__|

CIRCLE: LESSEE or LESSOR   CIRCLE: LEASE OR SUBLEASE

PAYMENT IS CHARGED/CREDITED (Circle) TO (CARS) FUND: ____ and PROGRAM: _____

LAS FUND DESCRIPTION: _____ LAS FUND/DIVISION NUMBER: |__||__|

LEASE NUMBER: (1 to 4 Numeric Characters) |__|__|__|__|

LEASE DESCRIPTION: (Up to 35 Alpha/Numeric Characters)

|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

BEGINNING-INCEPTION/RENEWAL (1st Payment) DATE: (MM-YYYY) |__|__| — |__|__|__|__|

ENDING (Last Payment) DATE: (MM-YYYY) |__|__| — |__|__|__|__|

TIMING OF PAYMENT: (Due at) B=BEGINNING E=END (of Payment Period) |__|

CATEGORY TYPE: (Circle Number)

01-LAND	11-LAND	-	TRANSFER OF OWNERSHIP
02-LAND & BUILDING	12-LAND & BUILDING	-	TRANSFER OF OWNERSHIP
[a]03-BUILDING	[b]13-BUILDING	-	TRANSFER OF OWNERSHIP
04-PART OF BUILDING	[c]14-PART OF BUILDING	-	TRANSFER OF OWNERSHIP
05-EQUIPMENT	15-EQUIPMENT	-	TRANSFER OF OWNERSHIP

[a]___ Check if mobile/temporary building or part of multiple building complex, and use Text 'C' only, or not checked, use Category 02, or explain.

[b]….. If Text 'A' or 'B' is YES, use Category 12 instead of 13, or explain.
 … Explain: _____
  (a,b,c) _____

IF CATEGORY 02 (Land & Building) COMPLETE THE FOLLOWING:

Note: If Renewal, adjust from original to current Fair Market Value.

    CURRENT FAIR MARKET VALUE OF BUILDING = _____(BV)
    CURRENT FAIR MARKET VALUE OF LAND = _____(LV)
    TOTAL FAIR MARKET VALUE   = _____(TV)
    PERCENT LAND OF TOTAL (LV/TVX100=%) = _____%
    IS LAND EQUAL TO OR GREATER THAN 25% OF THE TOTAL FAIR VALUE? _____

Note: If YES, DOA will determine if lease is "Split" Capital/Operating lease